

VILLAGE OF KENT CITY  
**PLANNING COMMISSION**

Proposed Regular Meeting Minutes

**Thursday, April 1, 2021 7:00 PM**

Kent City Village Office – Meeting Room

- I. Call to Order  
Chairman, Glenn Crabtree called the meeting to order at 7:00 PM.
- II. Roll Call of Commissioners  
Members Present: Staci Bull, Randy Clay, Glenn Crabtree, Linda Poling, Tom Thomas  
  
Others Present: Dennis Kaminski (Zoning Administrator), Mary Portell
- III. Approval of March Regular Meeting Minutes-  
**Motion** by Thomas, Second by Clay to approve the March meeting minutes.  
Vote: 5 Ayes, 0 Nays. **Motion** Passed.
- IV. Public Time- other than agenda items (5 minute limit)  
Opened at 7:01PM, Closed at 7:02PM– No comment
- V. Approval of Agenda  
**Motion** by Bull with the addition of item B. 4.26 Zoning Ordinance under Old Business, Second by Poling to approve the agenda.  
Vote: 5 Ayes, 0 Nays. **Motion** Passed
- VI. Public Comment on Agenda items (2 minute limit)-  
Opened at 7:03PM, Closed at 7:13PM
  1. Mary Portell stated she has a concern with the site plan for Phase 2B of Meadow Gardens for snow plowing purposes. She said that Jacata Road butts up to her property.
  2. Portell pointed out that the village engineer recommended that a cul de sac be put in at the end of Jacata Road. She doesn't want future issues with her land when it comes to snow plowing and dumping snow on her land.
  3. Poling asked if run off is going to drain onto her land.
  4. Portell stated that she was not sure.
  5. Crabtree mentioned that it would be more efficient to put a cul de sac in that area.
  6. Kaminski pointed out that the scale is 80 feet off with the blueprint.
  7. Crabtree stated that the street dead ends into Portell's property. He said that there is no easy way for people to turn around at the end of that road.

8. Thomas pointed out that they could do an offset cul de sac.
9. Crabtree mentioned that the Afton's should be talked to, to see what to do with the end of the road.
10. Kaminski stated he would like to see the houses build back farther so that there would be more room in the driveways for parking.
11. Crabtree indicated they could make the properties shallower.

## VII. Old Business-

### A. Site Plan Review for next phase of Meadow Gardens (Phase 2B)

- a. Crabtree asked the what the size of the lots are at the end of Jacata Road. He also asked if they did an L turn around, if they could push the snow off into that area.
- b. Crabtree asked what the commissioners thought about recommending an offset turn around.
- c. Thomas suggested if Afton's still want to use the existing road for construction trucks/equipment then they need to be responsible for repairing the road after construction is completed.
- d. Crabtree asked if the village can legally make Afton's repair the road if they refuse to put in a separate construction drive.
- e. Kaminski pointed out it must be in the ordinance for the village to enforce Afton's to repair the road after construction.
- f. Thomas asked what happens if there is an emergency at one of the existing houses and fire/ambulance cannot get down the road due to the construction trucks/equipment blocking the only road in and out of the subdivision.
- g. Thomas made a **Motion** to approve the site plan conditional to putting an offset cul de sac where lot 37 currently is and the option of installing a separate construction road on future site of Meadow Gardens Drive or installing Meadow Gardens Drive complete, Second by Bull.  
Vote: 5 Ayes, 0 Nays. **Motion** Passed

### B. 4.26 Zoning Ordinance

- a. Crabtree stated that there needs to be a public hearing in order to make a change in the zoning ordinance. He will have the Village Clerk post a public hearing for the May meeting.

## VIII. New Business

### A. Quotes for Codification of Ordinances and Village Law

- a. Crabtree presented the quotes from Municode. He state that the village would need to have the legal review (cost of \$3500) and recodification (cost of \$9450) done.
- b. Crabtree pointed out that the cost could be spread out between two fiscal years. Codification would take 10-12 months to complete.
- c. Crabtree stated that online hosting (cost of \$450) could be purchased additionally. He pointed out that if we add any new ordinances or change an ordinance, we could send it to Municode. They would then make sure any references and links match.

- d. Crabtree mentioned that self-publishing is an option if the village wanted to host the site themselves.
- e. Crabtree stated he would like the commissioners to look at all the quotes and see if anyone had any questions that he can ask Municode. The discussion of codification will continue at the May meeting.

B. May Meeting- May 6, 2021

IX. Commissioner Remarks- None

X. Adjournment

Meeting was closed at 8:00PM by Glenn Crabtree, Chairperson

**Motion** Bull to close the meeting, Second by Poling.

Vote: 5 Ayes, 0 Nays. **Motion** Passed

Respectfully submitted,

Staci Bull  
Secretary